

**ADDENDUM A
1-4-2010**

**STANDARDIZATION
FIELD EVALUATION WORKSHEET
(Performance Elements and Competencies)**

Establishment Name:	Establishment Address:	
Food Safety Inspection Officer's Name:	Food Safety Inspection Officer's Agency	
Trainer's Name:	Trainer's Agency:	
Date of Inspection Led by Trainee:	Time IN:	Time OUT:

I. Pre-Inspection

	A) Equipment and forms	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Necessary inspection forms and administrative materials.			
2	Calibrated thermocouple temperature measuring device.			
3	Maximum registering thermometer or temperature sensitive tapes for verifying hot water warewashing final rinse temperature.			
4	Chemical test kits for chlorine, iodophor, and quaternary ammonia sanitizers; flashlight; alcohol swabs.			
Comments:				
	B) File Review	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Reviewed previous inspection report noting documented out of compliance observations, enforcement, variances, or HACCP			
2	Reviewed establishment file for complaint reports.			

Comments:

II. Inspections Observations and Performance

	A) Evaluation Introduction	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Verbally provided name and agency to person in charge. Presented regulatory identification or business card.			
2	Stated the purpose of the visit. Requests and confirms permission to conduct inspection from the person in charge prior to initiating the inspection.			
Comments:				

II. Inspections Observations and Performance

	B) Laws and Regulations	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Verified the correct critical limit and or standard specified in the jurisdiction's rules/regulations to the observation made.			
2	Correctly cited the rule/regulation for each out of compliance observation.			
Comments:				
	C) Risk Based Inspection / Active Managerial Control	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Verified demonstration of knowledge of the person in charge.			
2	Verified the restriction or exclusion of ill employees.			
3	Verified the availability of a consumer advisory for foods of animal origin served raw or undercooked.			

4	Verified approved food sources (e.g., food from regulated food processing plants; shellfish documentation; wild game & mushrooms, game animal processing; parasite destruction for certain species of fish intended for raw consumption; receiving temperatures).			
5	Verified cooking temperatures to destroy bacteria and parasites.			
6	Verified reheating temperatures of TCS food for hot holding.			
7	Verified cooling temperatures of TCS food to prevent the outgrowth of spore-forming or toxin-forming bacteria.			
8	Verified cold holding temperatures of foods requiring time/temperature control for safety (TCS food), or when necessary, verified that procedures are in place to use time alone to control bacterial growth and toxin production.			
9	Verified hot holding temperatures of TCS food or when necessary, that procedures were in place to use time alone to prevent the outgrowth of spore-forming bacteria.			
10	Verified date marking of ready-to-eat foods TCS food held for more than 24 hours.			
11	Verified food safety practices for preventing cross-contamination of ready-to-eat food.			
12	Verified food contact surfaces are clean and sanitized, protected from contamination from soiled cutting boards, utensils, aprons, etc., or raw animal foods.			
13	Verified employee hand washing (including facility availability)			
14	Verified good hygienic practices (eat, drinking, tasting, and sneezing, coughing or runny nose no work with food/utensils)			
15	Verified no bare hand contact with ready-to-eat foods (or use of a pre-approved, alternative procedure).			
16	Verified proper use, storage and labeling of chemicals; sulfites			
17	Identified food processes and/or procedures that require an HACCP Plan per the jurisdiction's regulations.			
Comments:				

II. Inspections Observations and Performance

	D) Immediate corrective action	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Notified the person in charge/employee(s) of the out of compliance observations.			
2	Reviewed corrective actions with the person in charge/employee(s).			
3	Observed the person in charge/employee(s) immediately take corrective action for out of compliance observations (e.g., movement of food to ensure product temperature or prevent contamination; reconditioning food; restriction/exclusion of ill employees; discarding of food product) in accordance with local jurisdiction's procedures.			
Comments:				
	E) Good Retail Practices	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Correctly assesses compliance status of other regulations (not included in Item 3 – Good Retail Practices) that are included in jurisdiction's prevailing statutes, regulations and/or ordinances.			
Comments:				
	F) Previous Inspection Correct	Opportunity to Demonstrate Competency	Opportunity to Demonstrate Competency	
		NO	YES	NO
1	Verifies correction of out of compliance observations identified during previous inspection.			
Comments:				

	G) Use of Equipment	Opportunity to Demonstrate Competency	Opportunity to Demonstrate Competency	
		NO	YES	NO
1	Used temperature measuring devices/probes in accordance with manufacturer's instructions.			
2	Cleaned and sanitized (alcohol swabs) temperature measurement probes to prevent food contamination.			
3	Used maximum registering thermometer or heat sensitive tapes in accordance with manufacturer's instructions to verify final rinse dishwasher temperature.			
4	Used chemical test strips in accordance with manufacturer's instructions to measure sanitizer concentrations in manual and mechanical dishwashing operations; wiping cloth solutions; and spray bottle applicators.			
5	Used flashlight to assess observations in areas with no or low light.			
Comments:				

III. Oral Communication

	A) Communication with Person In Charge and Employees	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Asked open ended questions (questions that can not be answered with "yes" or "no").			
2	Did not interrupt when the person in charge/employee was speaking.			
3	Paraphrased/summarized statements from the person in charge to confirm understanding.			
Comments:				

	B) Questions and Answers	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Answered inspection-related questions accurately.			
2	Admitted not knowing the answer to a question and arranges to contact the establishment with the answer.			
3	Avoided using jargon and acronyms, without explanation.			
4	Used interpreter, drawings, demonstrations, or diagrams to overcome language or communication barriers.			
5	Checked the person in charge's understanding of information/instructions by asking the operator to paraphrase or demonstrate the information/instructions.			
6	Identified challenges faced by the person in charge and offered possible solution(s).			
7	Did not become argumentative (e.g., remained calm and focused).			
Comments:				
	C) Exit Interview	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Explained the public health significance of the inspection observations. Reviewed all findings with the person in charge with emphasis on contributing factors to foodborne illness and Food Code Interventions (listed in Section II, Item 3). Used foodborne illness data to highlight contributing factors.			
2	Answered all questions or concerns pertaining to items on the inspection report.			
3	Provided contact information to the person in charge for follow up questions or additional guidance.			
4	Used correct inspection form.			
5	Completed a legible report.			
6	Accurately documented observations made during inspection.			
7	Complete inspection form in accordance with jurisdiction's administrative procedures.			

8	Documented immediate corrective action for risk factor violations.			
9	Documentation time frames for each out of compliance observation.			
Comments:				

IV. Professionalism

	A) Professional Appearance	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Maintained a professional appearance consistent with jurisdiction's policy (e.g., clean outer clothing, hair restraint).			
Comments:				
	B) Proper Sanitary Practices	Opportunity to Demonstrate Competency	Competency Demonstrated	
		NO	YES	NO
1	Washed hands as needed (e.g., prior to conducting inspection, after using restroom, after touching dirty surfaces, after touching face/body, after sneezing/coughing).			
2	Protected bandages on hands, when necessary, to prevent contamination of food or food contact surfaces.			
3	Did NOT contact ready-to-eat foods with bare hands.			
4	Did NOT show any obvious signs of illness in accordance with jurisdiction's employee health policy and/or current food code.			
Comments:				

Categories:	Total number of opportunities	Number of Opportunities to Demonstrate	Number of Competencies Demonstrated	Final percentage
I. Pre-Inspection				
II. Inspection Observations and Performance				
III. Oral Communication				
IV. Professionalism				